



JAMIA HAMDARD

Application Form

(Promotion Under UGC-CAS Regulations 2018)

Application for promotion from: (Please indicate whichever is applicable)

| S# | Stage of Promotion | Tick (√) |
|----|---|----------|
| 1 | Assistant Professor (Stage 1 to Stage 2) | |
| 2 | Assistant Professor (Stage 2 to Stage 3) | |
| 3 | Assistant Professor (Stage 3) to Associate Professor (Stage 4) | |
| 4 | Associate Professor (Stage 4 to Professor/equivalent cadres (Stage 5) | |
| 5 | Professor (Stage 5 to Stage 6) | |

PART A: GENERAL INFORMATION

| | | |
|----|---|--|
| 1. | Name (in Block Letters) | |
| 2. | Employee ID | |
| 3. | Name of the Department/Centre | |
| 4. | Name of the School | |
| 5. | Present Designation, Academic Level & Grade Pay | |
| 6. | Date of Last Promotion if any | |
| 7. | Date of Eligibility for Promotion (as per CAS Promotion Criteria) | |
| 8. | The Category you belong to (SC/ST/OBC/GEN) | |
| 9. | Mobile No. | |
| | E-mail ID | |

10. Academic Qualifications:

| Qualifications | Name of the Board/ University | Year of Passing | Percentage of marks obtained | Division/ Class/ Grade | Subject |
|-----------------------|-------------------------------|-----------------|------------------------------|------------------------|---------|
| Highest Qualification | | | | | |
| NET/SET/NET-JRF | | | | | |
| Any Other Degree | | | | | |

11. Appointments held prior to joining Jamia Hamdard:

| Designation | Name of Employer | Nature of Appointment (only regular) | Date of Joining | Date of Leaving | Salary with Grade Pay/Level | Reason for Leaving |
|-------------|------------------|--------------------------------------|-----------------|-----------------|-----------------------------|--------------------|
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12. Period of teaching experience:

P.G. Classes (in years):

U.G. Classes (in years):

13. Period of Research Activities:

Research Experience:

Post-Doctoral Research Experience in years:

(As Research Scientist, Research Associate etc.)

Part-B: Contribution to Teaching and Research

Table-1

1: Teaching Activity

| Year | Course/Paper | Level (UG or PG) | Mode of Teaching* | Total Classes Assigned | Number of Classes taught as per documented record # | % Classes Taken | Grading | Proof (Annexure No.) |
|---|---------------------|-------------------------|--------------------------|-------------------------------|--|------------------------|----------------|-----------------------------|
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| * Lecture (L), Seminar (S), Tutorial (T), Practical (P) | | | | | | # Contact Hours (C) | | |
| 80% & above – Good | | | | | | | | |
| Below 80% but 70% & above - Satisfactory | | | | | | | | |
| Less than 70% - Not satisfactory | | | | | | | | |
| #Attach copy of Timetable issued by Dean/HoD | | | | | | | | |

2: Involvement in Students-Related Activities/ Research Activities

| S# | Detail of Activities | Period | Number of Activities during Assessment Period | Grading | Proof (Annexure No.) |
|--|--|--------|---|---------|----------------------|
| 1 | Administrative responsibilities such as; Head/Chairperson/ Dean/ Director/ Coordinator, Warden etc. | | | | |
| 2 | Examination and evaluation duties assigned by the University or attending the examination paper evaluation | | | | |
| 3 | Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. | | | | |
| 4 | Organizing seminars/ conferences/ workshops, other college/university activities. | | | | |
| 5 | Evidence of being actively involved in guiding Ph.D. students. | | | | |
| 6 | Conducting minor or major research project (s) sponsored by national or international agencies. | | | | |
| 7 | Single or joint author publication in peer-reviewed or UGC-CARE list of Journals as per UGC norms. | | | | |
| <p>Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities</p> <p>Note: Number of activities can be within or across the broad categories of activities</p> | | | | | |

TABLE-2 (ACADEMIC/RESEARCH SCORE)

(Assessment must be based on evidence produced by the teacher)

| S#. | Academic / Research Activity | Score as Per UGC Regulations: Faculty of Sciences, Engineering, Agriculture, Medical, Veterinary Sciences | Score as Per UGC Regulations: Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce Management & other related disciplines | Enter Quantity /Parameter | Obtained Score | Proof (Annexure No.) |
|--|--|---|--|---------------------------|----------------|----------------------|
| 1. Research Papers in Peer-Reviewed or UGC-listed (But Not Refereed) Journals without Impact Factor | | | | | | |
| | Single Author | 08 | 10 | | | |
| | Two Authors | 5.6 | 7 | | | |
| | First/Principal/Corresponding Author (More than 2 Authors) | 5.6 | 7 | | | |
| | Joint Author (More than 2 Authors) | 2.4 | 3 | | | |
| Research Papers in Peer-Reviewed or UGC-listed (Refereed) Journals without Impact Factor | | | | | | |
| | Single Author | 13 | 15 | | | |
| | Two Authors | 9.1 | 10.5 | | | |
| | First/Principal/Corresponding Author (More than 2 Authors) | 9.1 | 10.5 | | | |
| | Joint Author (More than 2 Authors) | 3.9 | 4.5 | | | |
| Research Papers in Peer-Reviewed or UGC-listed with Impact Factor less than 1 | | | | | | |
| | Single Author | 18 | 20 | | | |
| | Two Authors | 12.6 | 14 | | | |
| | First/Principal/Corresponding Author (More than 2 Authors) | 12.6 | 14 | | | |
| | Joint Author (More than 2 Authors) | 5.4 | 6 | | | |
| Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 1 and 2 (Include 1 not 2) | | | | | | |
| | Single Author | 23 | 25 | | | |
| | Two Authors | 16.1 | 17.5 | | | |
| | First/Principal/Corresponding Author (More than 2 Authors) | 16.1 | 17.5 | | | |
| | Joint Author (More than 2 Authors) | 6.9 | 7.5 | | | |
| Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 2 and 5 (Include 2 not 5) | | | | | | |
| | Single Author | 28 | 30 | | | |
| | Two Authors | 19.6 | 21 | | | |
| | First/Principal/Corresponding Author (More than 2 Authors) | 19.6 | 21 | | | |
| | Joint Author (More than 2 Authors) | 8.4 | 9 | | | |
| Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 5 and 10 (Include 5 not 10) | | | | | | |

| | | | | | | |
|---|--|------|------|--|--|--|
| | Single Author | 33 | 35 | | | |
| | Two Authors | 23.1 | 24.5 | | | |
| | First/Principal/Corresponding Author (More than 2 Authors) | 23.1 | 24.5 | | | |
| | Joint Author (More than 2 Authors) | 9.9 | 10.5 | | | |
| Research Papers in Peer-Reviewed or UGC listed with Impact Factor > 10 (Include 10) | | | | | | |
| | Single Author | 38 | 40 | | | |
| | Two Authors | 26.6 | 28 | | | |
| | First/Principal/Corresponding Author (More than 2 Authors) | 26.6 | 28 | | | |
| | Joint Author (More than 2 Authors) | 11.4 | 12 | | | |
| Sub Total (Part 1) | | | | | | |
| 2 (a) | Books Authored | | | | | |
| | Published by International Publishers | 12 | 12 | | | |
| | Published by National Publishers | 10 | 10 | | | |
| | Publication of Chapter in Edited Books | 5 | 5 | | | |
| Editor of Book by International Publishers | | | | | | |
| | Editor of Book by International Publishers | 10 | 10 | | | |
| | Editor of Book by National Publishers | 8 | 8 | | | |
| 2 (b) | Translation Works in Indian and Foreign languages | | | | | |
| | Chapter or Research Paper | 3 | 3 | | | |
| | Translation Work of Book | 8 | 8 | | | |
| Sub Total (Part 2) | | | | | | |
| 3 | Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula | | | | | |
| 3 (a) | Development of Innovative pedagogy; Contributor / Contributors | 5 | 5 | | | |
| 3 (b) | Design of New Curricula and Courses (ICT Based) | | | | | |
| | Contributor / Contributors | 2 | 2 | | | |
| 3 (c) | Development of Complete MOOC's in 4 Quadrant (4 Credit Course) | | | | | |
| | 4 Credit Course | 20 | 20 | | | |
| | 3 Credit Course | 15 | 15 | | | |
| | 2 Credit Course | 10 | 10 | | | |
| | 1 Credit Course | 5 | 5 | | | |
| MOOCs (developed in 4 quadrant) per module / lecture | | | | | | |
| | Module / Lecture Creator (Per Module) | 5 | 5 | | | |
| Content writer/subject matter expert for each module of MOOCs (at least one quadrant) | | | | | | |
| | Content Writer / Subject Matter Expert (Per Module) | 2 | 2 | | | |
| | 4 Credit Course | 8 | 8 | | | |

| Course Coordinator for MOOCs | | | | | | |
|-------------------------------------|--|-----|-----|--|--|--|
| | 3 Credit Course | 6 | 6 | | | |
| | 2 Credit Course | 4 | 4 | | | |
| | 1 Credit Course | 2 | 2 | | | |
| 3 (d) | Development of E-Content in 4 quadrants for a Complete Course / E-Book | | | | | |
| | E-Content in 4 quadrants for a Complete Course / E-Book | 12 | 12 | | | |
| | E-Content (developed in 4 quadrants) per module | | | | | |
| | Module(s) | 5 | 5 | | | |
| | Contribution to development of E-Content module in Complete Course / Paper / E-Book (at least one quadrant) | | | | | |
| | Contributor | 2 | 2 | | | |
| | Editor of E-Content for Complete Course / Paper / E-Book | | | | | |
| | Editor | 10 | 10 | | | |
| Sub Total (Part 3) | | | | | | |
| 4 (a) | Research Guidance | | | | | |
| | Ph.D. Guidance (Degree Awarded) | | | | | |
| | Ph.D. Guidance (Awarded) (Single Supervisor) | 10 | 10 | | | |
| | Ph.D. Guidance (Awarded) (Supervisor in Joint Guidance) | 7 | 7 | | | |
| | Ph.D. Guidance (Awarded) (Co-Supervisor in Joint Guidance) | 7 | 7 | | | |
| | Ph.D. Guidance (Thesis Submitted) | | | | | |
| | Ph.D. Guidance (Submitted) (Single Supervisor) | 5 | 5 | | | |
| | Ph.D. Guidance (Submitted) (Supervisor in Joint Guidance) | 3.5 | 3.5 | | | |
| | Ph.D. Guidance (Submitted) (Co-Supervisor in Joint Guidance) | 3.5 | 3.5 | | | |
| | M.Phil./P.G Dissertation Guidance | | | | | |
| | M.Phil./P.G Dissertation (Single Supervisor) | 2 | 2 | | | |
| | M.Phil./P.G Dissertation (Supervisor in Joint Guidance) | 1.4 | 1.4 | | | |
| | M.Phil./P.G Dissertation (Co-Supervisor in Joint Guidance) | 1.4 | 1.4 | | | |
| 4 (b) | Research Project Completed (More than 10 Lakhs) | | | | | |
| | Sole Investigator | 10 | 10 | | | |
| | Principal Investigator in Joint Project | 5 | 5 | | | |
| | Co-investigator in Joint Project | 5 | 5 | | | |
| | Research Project Completed (Less than 10 Lakhs) | | | | | |
| | Sole Investigator | 5 | 5 | | | |
| | Principal Investigator in Joint Project | 2.5 | 2.5 | | | |
| | Co-investigator in Joint Project | 2.5 | 2.5 | | | |
| 4 (c) | Research Project Ongoing (More than 10 Lakhs) | | | | | |
| | Sole Investigator | 5 | 5 | | | |
| | Principal Investigator in Joint Project | 2.5 | 2.5 | | | |

| | | | | | | |
|--|---|-----|-----|--|--|--|
| | Co-investigator in Joint Project | 2.5 | 2.5 | | | |
| Research Project Ongoing (Less than 10 Lakhs) | | | | | | |
| | Sole Investigator | 2 | 2 | | | |
| | Principal Investigator in Joint Project | 1 | 1 | | | |
| | Co-investigator in Joint Project | 1 | 1 | | | |
| 4 (d) | Consultancy | | | | | |
| | Consultancy | 3 | 3 | | | |
| Sub Total (Part 4) | | | | | | |
| 5 (a) | Patent | | | | | |
| | International | 10 | 10 | | | |
| | National | 7 | 7 | | | |
| 5 (b) | Policy Document (International Body/Organization/Central Govt. or State Govt.) | | | | | |
| | International | 10 | 10 | | | |
| | National | 7 | 7 | | | |
| | State | 4 | 4 | | | |
| 5 (c) | Awards / Fellowship | | | | | |
| | International | 7 | 7 | | | |
| | National | 5 | 5 | | | |
| Sub Total (Part 5) | | | | | | |
| 6 | Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference | | | | | |
| | International (Abroad) | 7 | 7 | | | |
| | International (Within Country) | 5 | 5 | | | |
| | National | 3 | 3 | | | |
| | State University | 2 | 2 | | | |
| Sub Total (Part 6) | | | | | | |
| | Total Score without Capping | | | | | |
| | Total Score of 5(b) + 6 | | | | | |
| | Capped Score of 5(b) + 6 (30 % of Total Score) | | | | | |
| | Total Score with Capping, (wherever applicable) | | | | | |
| FINAL OBTAINED SCORE (API) | | | | | | |

Summary of Grading Criteria and Academic and Research Scores:

| Categories | Year-1 | Year-2 | Year-3 | Year-4 | Year-5 | Year-6 |
|--|--------|--------|--------|--------|--------|--------|
| Activity 1: Teaching | | | | | | |
| Activity 2: Involvement in the students related activities/research activities | | | | | | |
| Total of Activity 1 and Activity 2 | | | | | | |
| Table 2: Academic and Research Score (after applying cap, wherever applicable) | | | | | | |

Self-Declaration

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Date.....

Place.....

Signature & Designation of the Applicant

Certified that Mr./Ms./Dr.....has been working as.....
.....in the department/Centre since...

The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Endorsed by the Dean of the School